

LeadingAge® PA

INTERNSHIP GRANTS

CALL FOR APPLICATIONS

DEADLINE: AUGUST 11, 2025



2026



ELIGIBILITY

The LeadingAge PA Internship Grants are available to current voting members of LeadingAge PA who are committed to communicating to a selected group of representatives as to the status and progress of your program during the award period.

APPLICATION COMPONENTS

- Completed LeadingAge PA Internship Grant Application
- Letter of Intent from Applicant:
Applicants are required to submit a Letter of Intent, 750 words or less, from the president, CEO, executive director or administrator (where appropriate) of the organization outlining the following:
 - Description of the internship program being offered, including:
 - Written educational objectives
 - Description of how the intern will benefit from working for the organization
 - Designation of a mentor who will provide supervision of the intern and act as the contact person for both the intern and LeadingAge PA
 - Description of how the member organization will provide an enriching environment for the intern that will lead to increased awareness of career opportunities available in long-term care.

SUBMISSION DEADLINE

Please submit the completed application form and letter of intent to LeadingAge PA by **Monday, August 11, 2025**. Incomplete applications and those that fail to meet the eligibility criteria will not be considered. Notifications of acceptance and non-acceptance will be sent by **Fall 2025** and award funds will be sent once an intern has been selected.

Applications should be submitted through LeadingAgePA.org/Grants

EVALUATION CRITERIA

Applications will be evaluated using the following criteria:

- Does the applicant meet the defined eligibility requirements?
- How well does the applicant demonstrate a commitment to increasing awareness of career opportunities in the field of aging services?
- Does the letter of intent demonstrate how the member has created a competency and culture of talent management and development that engages and empowers team members, resulting in high performance, innovation, and satisfaction? Consideration may also be given to a member's geographic location or area of requested internship.

PROGRAM GUIDELINES

- LeadingAge PA may offer assistance with the recruitment of an intern candidate; however, it is the member's responsibility to interview and make an offer to the candidate of the member's choice.
- The selected member organization will send confirmation to LeadingAge PA that an offer has been made, an acceptance has been received from the intern candidate, and a starting date has been established.
- LeadingAge PA may ask a recipient member to allow the selected intern to participate in the LeadingAge PA 2026 Annual Conference. If requested, participation may include monitoring of sessions and other duties. LeadingAge PA would provide registration and lodging, with daily breakfast and lunch. The participating member organization would be responsible for the hourly wages, including travel time, mileage, and evening meals.
- To obtain feedback on the internship experience, LeadingAge PA will require either a written summary of the internship or request an interview with the intern and mentor at the end of the internship.
- Interns are to be considered temporary employees of the member organization for the entire duration of the internship and are entitled to workers' compensation and any other benefits available to temporary employees of the organization.
- Interns are to be classified by the member organization as "non-exempt" employees, and as such, interns must record their work hours and be paid at least the higher of the state or federal minimum wage (currently the same, but may change) for each hour worked, plus an overtime premium for any work hours over 40 during a work week.
- Interns must go through the employment processes as are required for all employees of the member organization, including background checks, pre-employment health screenings, etc. The member organization is responsible for the coordination of this work and any costs incurred.
- Member organizations agree to follow a fair and objective interview and selection process and will select interns without regard to sex, gender, sexual orientation, race, national or ethnic origin, birthplace or ancestry, color, religion, age, handicap, disability, medical history, genetic information, use of a service animal, veteran's status, family or marital status, pregnancy or childbirth, caregiving responsibilities, or membership in any other protected group based on federal, state, or local law. All employment decisions will be made in compliance with relevant state and federal regulations.
- Should the relationship between the selected intern and member organization result in termination of employment of the intern, and if the member organization is unable to find an alternative candidate, the member organization will be required to return any unused portion of the internship award to LeadingAge PA.
- The internship should provide training in the intern's area of academic study, and funding is intended to compensate the intern for their work. It should not be used for equipment and materials.
- Interns should not work in place of regular employees. Likewise, interns may not fill staff vacancies.
- Interns should be under the supervision of an experienced management professional who is able to direct, manage, and supervise the daily activities of the intern and evaluate their success.
- Following the internship, the community must fill out an expenditure form provided by LeadingAge PA. Failure to provide the expenditure form will result in funds being returned to the LeadingAge PA Foundation.